

**West Point Grey Community Association
Board of Directors' Meeting Minutes
Wednesday, March 5th, 2008**

Present: Chair Andrea Maitland, Ruth Kendall, Allen Sabet, Shamsah Mohamed, James Gill, Ian Clements, David Neiman, Vivian McCollar, Jennifer Smith, Bill Moran, Richard Strachan, John Mills, Garth Jones.

Regrets: Christina Fodor, Chris Parfitt, Korina Houghton

Guests: Liberty Moore

Staff and Commissioner: Bob Hindley,

Recording Secretary: Tanya Donaldson

The meeting was called to order at 7:00pm. Thank you to everyone for attending. Andrea will chair the meeting until the new executive is elected.

1. Approval of the Agenda

M/S Gill/Kendall

Move to accept the agenda as circulated. - carried

2. Approval of January and February Minutes

2.1. M/S Gill/Mohamed

Move to accept the January 2008 board meeting minutes as circulated.
- carried

2.2. M/S Gill/Neiman

Move to accept the February 2008 board meeting minutes as circulated.
- carried

3. Correspondence

None.

4. Election Of Officers

4.1. President:

Allen nominated James, he accepted. Andrea asked 2 more times, there were no further nominations. James was acclaimed. He took over as chair.

4.2. Vice President:

Allen nominated Ian – declined.

Andrea nominated David – accepted. James called for nominations a third time. David was acclaimed.

4.3. Treasurer

Allen nominated John – he consented at executive meeting.

Shamsah nominated Ian – declined

James called for nominations a third time. John was acclaimed.

4.4. Secretary

Andrea nominated Jennifer – accepted.

James called for further nominations 2 more times. Jennifer was acclaimed.

4.5. Committee Chairs

OPP – Ruth has served for 3 years, and is willing to continue.

FPP – Bill willing to stay on as chair.

4.6. Signing Officers

We need to update our signing officers: currently our signing officers are: Richard, Suzanne, Andrea, Christina and Jerry. John was approved as a signing officer, but has not completed the paperwork. All our cheques require 2 signatures. Jerry and Suzanne are no longer able to be signing officers and Christina will be out of the country for an extended period of time. John will now be reviewing the bank reconciliations, so will not be set up as a signing officer.

M/S Clements/Moran

That the Association remove Suzanne Starr, Jerry Wennes and John Mills as signing officers and replace them with James Gill, Jennifer Smith and David Neiman. - carried

5. Committee Business

5.1. Youth Committee

5.1.1. The committee is not currently functioning. It recreates itself each year, but it taking a bit time given the labour dispute. We have hired Scott Twigg as a part time youth worker. He is making connections at the local schools. He has also contacted former committee members to get back involved. He has been doing a good job since he started 2 months ago.

5.2. Finance, Budget, Audit

5.2.1. December Financial Statements

The December statements were circulated. We do not have the budget figures yet, as the finance committee has not met to review the draft. Both revenue and expenses are down due to the impact of the strike. We offered a limited number of programs for a shorter period of time. We wrote off the fall brochure costs to last fiscal year. We do show a loss for the period, which is standard given the high group 1 bill during the period. We are still ahead of the same period last year.

The finance committee will also be looking at the unrestricted net assets at August 31st, 2008. The general guideline has been to keep this at \$125,000. We have just over \$58,000, some will be allocated to program equipment replacements. The balance can be reallocated as the Association sees fit. There will be a motion coming forward to the next meeting.

5.2.2. Auditors Report To Management

James, Ian, Bob and Tanya did review this at an audit meeting prior to the financial statements being presented at the AGM.

Bank Reconciliations: These will be reviewed by a non signing board member from the finance committee. James did this last year, John will do this year. Careful review will ensure there are no discrepancies carrying forward.

Payroll: We will be looking to see if there are improvements around control to be made.

Rental Contracts: Important to ensure all our revenue is recorded. Aberthau is in good shape. Some improvements need to be made regarding Jericho Hill

D & O Insurance: Board members are personally liable for 1 month of payroll, things outside constitution, GST and payroll deductions. This insurance exists primarily for errors and omissions. All of our recreation activities are indemnified by the City of Vancouver. We do not get protection for rentals for non-recreational activity. We require insurance by renter. This insurance will become necessary when the building project moves forward.

Miscellaneous Expense Account: This is used when transactions do not have a GL account. This is cleaned up during the year as accounts are created. It is better that it not be used on a regular basis. We get better with our accounts each year.

Year End Entries: This was higher than in previous years. This was partly due to strike and Tanya being ill.

Accounting Policy Manual: It is recommended that the Association write up policy/procedures document for organization. This will also ensure good separation of duties. We will take material from some other centres as a starting point.

M/S Sabet/Mills

Move that the finance committee engage a contractor to draft a financial procedure manual be presented to the Board no later than the July board meeting at a cost not to exceed \$5000.

- carried

5.3. Executive Committee

5.3.1. Association Membership

A reminder that if you have not taken a course, you need to purchase a membership from the office.

5.3.2. Establishment of Nominating Committee

We have a 1 year position, and two 2 year terms open. The executive is suggesting setting a nominating committee to look at what skills we need going forward with Association business, and what aspects of the membership are not represented. It is a good idea as other nominees are vetted through the AGM. The committee would assess the current board, and look at various sources for new board members.

M/S Clements/Maitland

Move that the Association form an ad hoc nominating committee, which will recommend its own terms of reference - carried

James, Andrea, Ian, Shamsah and Ruth volunteered for this committee. Liberty gave a brief summary of himself. He is interested in joining the board and giving something back to the community.

5.3.3. Benefits for part-time employees

Earlier in the year the board passed a motion for health benefits for part time employees. One of the part time employees submitted a request for a period during the strike. The executive felt that this expense could be met, to keep good will. The cost is less than \$200. Park Board staff benefits were continued during the strike.

5.3.4. Volunteer of the Year

Allen nominated Ian Clements. Richard nominated Jerry Wennes. James nominated Andree Karas. A brief bio was given on each nominee. It is a nice event to attend and good recognition. Jerry Wennes will be our submission this year. The ballots were destroyed.

5.4. Operations, Policy and Planning

5.4.1. Sharon has sent in the Service Canada summer grant application. Hopefully we will be as successful as last year. The spring and summer brochure is at the printers, and will be mailed next week. Registration will begin March 18th. There are some great new program offerings in all age categories. Please make sure take a look at the brochure. Brian Hooles has been hired as the special events co-ordinator. He is looking for judges for the sandcastle competition. He is also working on Fiesta and trying to have at least one event a month. The next meeting is March 18th.

5.5. Facilities, Policy and Planning

No report. The next meeting is March 19th. Bill also recommended that we hold a facility tour for new board members, or others who have not been able to go in the past.

5.6. Building Report

The committee has met a couple of times and reviewed the concepts John Ross has brought forward. The committee has looked at linking the main building with the rest of the buildings. The next meeting is March 12th at 5pm. We may need a replacement for Olga on this committee, but we do not know her intentions yet. A copy of the capital plan submission was included in your package. The attachments will be sent out electronically.

5.7. Fundraising

The committee has not met. They will be meeting once the building committee has finalized the concept. There will be a call for interest for this committee in the next couple of months.

5.8. Jericho Arts Centre

There was an accident a couple of years ago involving a United Players cast member. A suit has been filed, and the Association has been named. The City lawyers are dealing with this. The defense for United Players is being handled by their insurer. The defense for the Provincial Government will be handled through the Attorney General. JAC has engaged a facility manager. UP will be asked to contribute to this. The lease for FOJAC will likely start to move forward again.

5.9. Olympic Legacies

Garth has taken this over from Ian. The last meeting was held at Sunset. It is a beautiful new facility. There have been lots of ideas generated. There were some presentations at the last meeting from Olympic organizers. There was also discussion on the torch run. The group is waiting for more information for higher levels. The next meeting is March 26th.

6. Vancouver Park Board

6.1. Park Commissioner's Report – Korina sent her regrets. She has requested that the draft capital plan be circulated. She is available if anyone has any questions.

6.2. Co-ordinator's Report – There are 2 positions at Lord Byng have been posted- Pool programmer for lateral transfer. Danny has been acting for 2 years. UMW also being posted. If no laterals apply, then the individuals acting in those positions can apply. They have both been doing a great job. Michele Hawkes, who is acting in fitness centre, has had some major eye surgery, and is on leave for 3 more weeks. We have been back filling with casual staff.

6.3. There is a meeting on Wednesday, March 12th at 7pm at the centre regarding the Jericho wharf, if anyone is interested in attending.

6.4. There will be a new bus route starting September 2008 on North West Marine Drive. This is similar to the old 42 run. This is to assist with students at UBC. Bob was asked to get the results of the meeting from Translink.

7. Other Business

Garth will lead up the ivy pull.

Allen asked if there could be clarification on the agenda as to whether the reports will be written or verbal. He also requested that information, especially the financial reports, be circulated electronically in advance.

Motion to adjourn at 8:42pm by Allen Sabet

Motion to adjourn at 6: pm by James Gill.